

Letterheads

You may add your own office's name and address to the standard FAA letterhead. If you do so, replace "Office of the Administrator" with your office's name, and the headquarters address with your address. Use the same placement, alignment, and font as is used in the standard letterhead. You may not change the Department of Transportation logo on the left side of the letterhead.

Grids and Blame Lines

While the FAA Executive Secretary does not require either grids or blame lines, individual offices may choose to require these features for internal purposes. If your office requires one or both of these features, we recommend the following specific procedures.

Writer's Identification "Blame" Line

Show the writer's identification line on the grid and all information copies of the letter. Identify the preparing office, the writer's first initial and surname, the typist's initials, the writer's telephone number or extension, and the date. Separate each item with a colon. Place this notation on the left margin two lines below the last line of typing.

Example:

AWP-70:RRoads:olk:310-785-5678:6/2/04:(WP:
G:\users\everyone\letters\sample.doc)

To help you find the document on your office's computer network, type "WP:", the directory location, and document name in parentheses at the end of the identification line.

Example: AWP-22:BBlack:mm:310-966-4333:6/2/04:(WP: G:\users\
everyone\letters\sample.doc)

Concurrences (grids)

Record necessary concurrences using the ladder on the grid. Place the writer's routing symbol in the first block and the coordinating offices' routing symbols in the succeeding blocks. To ensure space on grid for letters ADA or above will sign, you should place the service director routing symbol in the first block. Coordinating officials will **legibly** write their first initial, surname, and the date in the correct blocks.

CONCURRENCES
ROUTING SYMBOL AWP-22
INITIALS/SIG BBlack
DATE 6/2/04
ROUTING SYMBOL AWP-20
INITIALS/SIG AFlotis
DATE 6/2/04
ROUTING SYMBOL AWP-10
INITIALS/SIG J.K.Matth
DATE 6/2/04
ROUTING SYMBOL
INITIALS/SIG
DATE
ROUTING SYMBOL
INITIALS/SIG
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